

# Job Announcement

## Data Quality Analyst (DQA)

Classification: CL-24 (with promotional potential to CL-25)

Starting Salary: \$28,806  
+ 13.0% Cost of Living Allowance

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

*Announcement Number*  
08-03

*Date Posted:*  
August 15, 2008

*Closing Date:*  
August 27, 2008



**U. S. District Court  
for the District  
of Puerto Rico**

**Frances Ríos de Morán, Esq.  
Clerk of Court  
Federal Bldg. Room 150  
150 Chardon Ave.  
San Juan, PR 00918-1767**

**Attention: Human Resources**

**Carmen\_Arroyo@  
prd.uscourts.gov**

### POSITION OVERVIEW

This position is located in the Operation's Section of the Clerk's for the District of Puerto Rico. The incumbent is responsible for monitoring, analyzing, and evaluating the accuracy and quality of data entered into the CM/ECF system and ensuring the integrity and efficiency of the court unit's databases.

### REPRESENTATIVE DUTIES

A Data Quality Analyst (DQA) performs the following duties: verify case openings. Opens/closes cases upon receipt of initiation/termination documents, such as complaints, indictments, petitions, or judgments and closing orders. Maintains accuracy and completeness of official case records from opening to final disposition. Checks the accuracy of daily data entries into the CM/ECF System. Maintains user log errors advising the operations manager and supervisors where data input errors are found and recommends corrective action. Monitors undeliverable mail and take appropriate action. Performs quality control on attorney-docketed entries as well as those from chambers and court staff including basic speedy trial monitoring. Makes summary entries of all documents and proceedings on the docket. This includes, but is not limited to, such things as: pleadings, petitions, motions, complaints, minutes, orders and judgments. Runs, prepares and distributes monthly statistical reports from the court's database, including CM/ECF statistics. Generates deadlines and deficiency notices for missing documents. Distributes documents and records for archiving. Prepares and transmits to appropriate parties such items as: notices, judgments and orders. Performs edit and corrective actions to ensure the accuracy of data, files, and records. Tests new events. Assists in case management by ensuring that all automated entries are appropriately linked for proper case management. Assists attorneys and their staff/court personnel with electronic case filings. Develops and revises procedures for data entry. Informs parties when a judgment or appealable order is entered on the docket. Answers inquiries on case status. Answers questions from Administrative Office staff, court employees, and the public. Maintains party/court dictionary database. Verifies conformity with Federal and Local Rules, CM/ECF Procedures Manual and Standing Orders.

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## REQUIRED MINIMUM QUALIFICATIONS

To work in this Court as a Data Quality Analyst, the applicant must have a high school diploma or equivalent but preferably possess an Associate or Bachelor's Degree from an accredited college or university. In addition, to qualify for this position, a person must have at least three years specialized experience. Specialized experience is progressively responsible clerical or administrative which involved the regular and recurring application of clerical procedures; use of specialized terminology; and demonstration of an ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarter of personnel/payroll operations. **Must be fully bilingual (English - Spanish).** Skill in the use of automated systems is required. Incumbent must possess strong organizational, analytical, verbal and written communication skills.

## APPLICATION PROCESS

To be assured consideration, please submit resume with a cover letter (include announcement number) to the address at the left of page one by the close of business (5:00 p.m.) Wednesday, August 27, 2008. E-mailed documents must be in WordPerfect or PDF format. Zip files and faxes will not be accepted. Only those applicants selected for interview will be contacted.

## CONDITIONS OF EMPLOYMENT

- § Employment will be considered provisional pending the successful completion of a FBI Fingerprint Background Check.
- § Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.
- § This position is subject to mandatory EFT participation for payment of net pay.
- § Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.
- § **An Equal Opportunity Employer**

**APPLICANTS FOR JOB ANNOUNCEMENT 08-03  
DATA QUALITY ANALYST**